



Iron Acton Parish Council

Parish Council
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CEMETERY PROCEDURE FOR A BURIAL

STEP ONE

Receive telephone call / email from the undertaker requesting a burial.

Ask: Is it a new grave or a reopening?

Reopening: Find grave space on plan (paper and digital copy).

New Grave: Have they reserved a grave space? If so, find on plan. If no, give next available grave space being careful to note whether the obvious next grave space has been reserved (check plan).

Ask: Is the deceased a Parishioner or Non-Parishioner?
(nb. a Parishioner is a rate payer of Iron Acton.)

Ask the undertaker for the fee and application for interment.

Fees

Nb. Double rates for non-Parishioners and different rates for children

Reopening:	(i)	Interment Fee Only	(£88.00)
New Grave:	(i)	Interment Fee	(£88.00)
	(ii)	Exclusive Right of Burial Fee	(£85.00)
	(iii)	Fees for Services Rendered	(£ 9.00)

Cost of reopening for Parishioner £ 88.00

Cost of reopening for Non-Parishioner charge at same rate as first deceased £ 88.00 or £176.00

Cost of new grave for Parishioner £182.00

Cost of new grave space for Non Parishioner £364.00

STEP TWO

Receive application for interment from the undertaker.

Check the date of funeral. The grave digger normally digs the grave the day before.

Reopening: Council reps (LN / PC) to locate the grave and mark it out and advise the undertaker where it is and inform the clerk once completed.

New Grave: (LN / PC) to mark out the spot with four sticks, flag and name.

	2 Feet	
Last Grave	New Grave	7 Feet
	4 Feet	

STEP THREE

After the funeral the undertaker will deliver "Certificate of Burial" (green form). Complete the tear off slip confirming the date of burial and return to Registrar of deaths within 4 days.

STEP FOUR

Make entries in the Registers.

Nb. Folio means page number.

1. Register of Burials

There will always be a new entry in this book whether a reopening or new grave space.

2. Register of Grave Spaces

Plan: This register contains the plan of the cemetery.
(a) Reopening - no entry is made on the plan.
(b) New grave - enter name of deceased & grave number on the plan

Register: (a) Reopening - Look for number of grave space and make entries in the same section of the Register beneath the first deceased's entries.
(b) New grave - Make new entry in next available space.

3. Register of Purchased Graves

This gives the exclusive right of burial and is therefore only relevant to new graves.

Nb. You need to enter name and address of purchaser and that is the person who is surviving details of whom can be found on the application for interment.

Nb. Date of conveyance means date of certificate of grant of exclusive right of burial which is usually the date of the funeral.

4. Grant of exclusive Right of Burial Register

A certificate of "Grant of exclusive Right of Burial" need only be granted when there is a new grave space. The certificate must be sent to the purchaser as stated in the Register of Purchased Graves.